

LANCASTER COUNTY

COUNTY - CITY BUILDING Telephone: (402)441-7410
LINCOLN, NEBRASKA 68508 FAX : (402) 441-6513
BOARD OF COMMISSIONERS

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS

NOTICE TO BIDDERS SPECIFICATION NO. 03-186

Lancaster County intends to purchase and invites you to submit a sealed bid
for:

ANNUAL REQUIREMENTS FOR SHERIFF'S DEPARTMENT UNIFORMS

MEETING OR EXCEEDING LANCASTER COUNTY'S SPECIFICATIONS

Sealed bids will be received by Lancaster County, Nebraska on or before 12:00
noon Wednesday, **July 16, 2003** in the office of the Purchasing Agent, Room 310,
County-City Building, located at 555 South 10th Street, Lincoln, Nebraska 68508.
Bids will be publicly opened and read in the Council Chambers located on the
First Floor.

Bidders should take caution if U.S. mail or mail delivery services are used for
the submission of bids. Mailing should be made in sufficient time for bids to
arrive in the Purchasing Division, prior to the time and date specified above.

COMMISSIONERS

BERNIE HEIER * LARRY HUDKINS * RAY STEVENS * DEB SCHORR * BOB WORKMAN
KERRY EAGAN, Chief Administrative Officer

SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS

LANCASTER COUNTY, NEBRASKA PURCHASING DIVISION

1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the County for the contract period.
- 1.2 Items listed may or may not be inclusive of County requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the County shall be neither obligated nor limited to any specified amount. The County will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

2. CONTRACT PERIOD

- 2.1 The contract term is for one (1) year, with option to renew for additional one (1) year terms, not to exceed two (2) renewals. Total contract term not to exceed three (3) years as 36 consecutive months.
- 2.2 Bidder must indicate on the Proposal Form, in the space provided, if renewals are an option.
- 2.3 By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract term.

3. BID PRICES

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the County:
 1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
 2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.

3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
5. Approved price changes are not applicable to orders already issued and in process at time of price change.
6. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the County.
7. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
8. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document.

4. CONTRACT ADMINISTRATION

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the County's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various County Departments.
- 4.4 Contractor may be asked to assist the Purchasing Agent with the development of a list of repetitively purchased commodities, to periodically update such list, and to assist in the development of a list of suitable substitutions.
- 4.5 Contractor shall provide technical advice upon request, and assist in the evaluation of new products.
- 4.6 Contractor shall monitor orders to ensure the highest possible fill rate and minimize back-orders.

5. QUARTERLY REPORT

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
 1. Each ordering department.
 2. Items and quantities purchased by department.
 3. Total dollar amount of purchases by department.

SPECIFICATION NO. 03-186
ANNUAL REQUIREMENTS FOR UNIFORMS
FOR LANCASTER COUNTY SHERIFF

1. WORKMANSHIP:

- 1.1 Each garment shall be clean, well made, military pressed in a workmanlike manner and show no raw edges or defective stitching in any part of the garment.
- 1.2 All thread used shall be the best grade of pure dye thread to match garment material.

2. LABELS AND IDENTIFICATION:

- 2.1 Each garment shall have a linen label indicating the individual's name, exact measurements, date of manufacture and other pertinent data.
- 2.2 Labels shall be sewn on all four sides and placed at an appropriate location on the inside of the garment.

3. EMBLEMS AND CHEVRONS:

- 3.1 The department will provide emblems and chevrons, to be sewn on by the contractor.
- 3.2 Bid prices shall include attaching these items to the garments.
- 3.3 See material specifications for specific locations on the garments.

4. INVENTORY:

- 4.1 Successful bidder shall guarantee an adequate stock of standard sizes at all times.

5. MEASUREMENTS:

- 5.1 Successful bidder shall be responsible for all measurements conducted by them and any required alterations.

6. SHIPMENT:

- 6.1 Garments shall be shipped in strong boxes to prevent damage in shipment.

7. DELIVERY:

- 7.1 All prices shall be quoted F.O.B. Lancaster County Sheriff's Department, Room A-039, County-City Building, 555 South 10th Street, Lincoln, Nebraska 68508.
- 7.2 Delivery of in-stock items are to be initiated with one week of receipt of order.
 - 7.2.1 The bidder shall place orders for non-stock items with the supplying manufacturer or distributor within one week of the receipt of the order for prompt delivery of the item(s) to Lancaster County Sheriff's Office.

8. SAMPLES:

- 8.1 One (1) sample of each item being bid must be submitted with your proposal if other than specified.
- 8.2 Manufacturer's brochures and specifications must accompany your proposal.
- 8.3 Bidders are encouraged to submit samples even if not bidding to allow the County to evaluate them for future bids.

MATERIAL SPECIFICATIONS

ITEM 1

SHIRT - SHORT SLEEVE

1. QUANTITY:
 - 1.1 Forty (40), more or less, per year for deputies.
 - 1.2 Twelve (12), more or less, per year for court officers.
2. DESCRIPTION:
 - 2.1 For deputies - Flying Cross #95R6694 - No Substitutes.
 - 2.1.1 Color: brown.
 - 2.2 For court officers - Flying Cross #95R6653 or functional equivalent.
 - 2.2.1 Color: taupe.
3. EMBLEM:
 - 3.1 Lancaster County Sheriff's Department emblem attached to left sleeve, centered 1" below shoulder seam.
4. PACKING:
 - 4.1 Shirts to be polybagged individually.
5. NAME TAG:
 - 5.1 Name tag to be sewn inside shirt for identification purposes - 1" X 3".

ITEM 2

SHIRT - LONG SLEEVE

1. QUANTITY:
 - 1.1 Forty (40), more or less, per year for deputies.
 - 1.2 Twelve (12), more or less per year for court officers.
2. DESCRIPTION:
 - 2.1 For deputies - Flying Cross #45W6694 - No Substitutes.
 - 2.1.1 Color: brown.
 - 2.2 For court officers - Flying Cross #45W6653 or functional equivalent.
 - 2.2.1 Color: taupe.
3. EMBLEM:
 - 3.1 Lancaster County Sheriff's Department emblem attached to left sleeve, centered 1" below shoulder seam.
4. PACKING: See Item 1, Short Sleeve Shirt
5. NAME TAG: See Item 1, Short Sleeve Shirt
 - 5.2 Name tag to be sewn inside shirt for identification purposes - 1" X 3".

ITEM 3
YEAR-ROUND TROUSERS

1. **QUANTITY:**
 - 1.1 Sixty (60), more or less, per year for deputies.
 - 1.2 Twelve (12), more or less, per year for court officers.
2. **DESCRIPTION:**
 - 2.1 For deputies - Fechiemer #32223
 - 2.1.1 Color: pink-tan.
 - 2.2 For court officers - Horace Small #8307.
 - 2.2.1 Color: brown.

ITEM 4
FELT SHERIFF-STYLE HAT

1. **QUANTITY:**
 - 1.1 Ten (10), more or less per year.
2. **DESCRIPTION:**
 - 2.1 Stratton #S-42 uniform hat or functional equivalent.
 - 2.2 Color: brown

ITEM NO. 5
YEAR-ROUND JACKET

1. **QUANTITY:**
 - 1.1 Eight (8), more or less per year.
2. **DESCRIPTION:**
 - 2.1 Blauer GTX #9010Z waist length Blauer GTX #9121 optional Hood (brown) or functional equivalent.
 - 2.2 Color: brown.
3. **PACKING:**
 - 3.1 Jackets to be polybagged individually.
4. **NAME TAG:**
 - 4.1 Name tag to be sewn outside jacket for identification purposes
- ½" x 2 3/8".
 - 4.2 Department Cloth Badge patch to be sewn on outside of jacket.

COMPANY NAME_____

**PROPOSAL
SPECIFICATION NO. 03-186**

**BID OPENING TIME: 12:00 NOON
DATE: July 16, 2003**

The undersigned bidder, having full knowledge of the requirements of County of Lancaster for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the County the Below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

THE REQUIREMENTS FOR:

Annual Requirements for Sheriff's Uniforms

BIDDING SCHEDULE

<u>ITEM</u>	<u>ITEM DESCRIPTION</u>	<u>ESTIMATED YEARLY QUANTITY</u>	<u>UNIT</u>	<u>TOTAL</u>
1	Shirts - short sleeve for deputies	30	\$_____	\$_____
1a	Shirts - short sleeve for courts	12	\$_____	\$_____
2	Shirts - long sleeve for deputies	40	\$_____	\$_____
2a	Shirts - long sleeve for courts	12	\$_____	\$_____
3	Trousers - year round for deputies	60	\$_____	\$_____
3a	Trousers - year round for courts	12	\$_____	\$_____
4	Sheriff style hats - felt	10	\$_____	\$_____
5	Jackets - year round for deputies, waist length	6	\$_____	\$_____
5a	Hoods for Jackets	12	\$_____	\$_____
TOTAL ESTIMATED ANNUAL REQUIREMENT:				\$_____

BID SECURITY REQUIRED:

Yes _____ Amount: _____
No XX

Special provisions for Commodity Term Contracts are included with the specification document. Bidders are urged to read the Special Provisions before completing the following sections of the Proposal.

Contract Extension Renewal is an option: Yes _____
No _____

TERM PRICE CLAUSE: BIDDER MUST STATE

- (a) Bid prices firm for the full contract period: _____; or
(b) Bid prices subject to escalation/de-escalation: _____.
(c) If (b), state period for which prices will remain firm:
Through _____.

COMPANY REPRESENTATIVE responsible for the administration of this Agreement:

NAME: _____
TITLE: _____
PHONE NO. _____

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the County, and to enter into a contract if this proposal is accepted.

NOTE:

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:**

SEALED BID FOR SPEC. 03-186

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE No. FAX No.

(Date)

EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

ESTIMATED DELIVERY DAYS (After
receipt of individual orders)

E-MAIL ADDRESS

TERMS OF PAYMENT

Bids may be inspected in the Purchasing Division offices during normal business hours, after tabulation by the purchasing agent. If you desire a copy of the bid tabulation to be mailed to you, you must enclose a self-addressed stamped envelope with your bidding documents. Bid tabulations can also be viewed on our website at: <http://www.ci.lincoln.ne.us/city/finance/purch/specindx.htm>